

**MINUTES OF THE BOARD OF TRUSTEES OF THE PUBLIC LIBRARY
OF CINCINNATI AND HAMILTON COUNTY**

Date: March 5, 2012

Meeting: Regular

Place: Board Room - Main Library - 800 Vine Street

REGULAR MEETING

ROLL CALL

Trustees Present: Mr. Hendon, Mrs. LaMacchia, Mr. Moran,
Mr. Sittenfeld, Mrs. Trauth and Mr. Wright

Trustees Absent: Mr. Zaring

Present: Kimber L. Fender, Greg Edwards,
Jason Buydos and Patricia Schoettker

PUBLIC COMMENTS

Diane Roketenetz of the Pleasant Ridge Community Council thanked Mr. Moran and the Library Board for the Pleasant Ridge accessibility project. She commented on the positive energy and uplifting atmosphere that was evident at the dedication.

LONG-TERM PLANNING – SERVICE DELIVERY MODEL

Ms. Fender and Ms. Schoettker reminded the Board that despite the Library's short-term financial stability, our mid to long-term outlook is not. State revenue is at a 22-year low with no expectation of growth any time soon and it is anticipated that property tax revenue will continue to drop.

Three scenarios were presented, each assuming that: (1) state funding does not change, (2) operating costs grow 3% each year and (3) the only variable is local tax revenue. For each scenario of different local tax revenue, two options were presented for continuing to operate through 2019 (the end of the next 5-year levy period).

SCENARIO	One time operating budget reduction in 2013:	Delay cuts and only cut enough each year to balance; Total reductions thru 2019:
A - Levy renewed at 1 mil Funding runs short in 2015	\$ 5,420,833	\$ 11,803,767

B - Levy renewed at 1.3 mils Funding runs short in 2017	\$ 1,931,876	\$ 7,098,583
C - Levy fails Funding runs short in 2015	\$ 17,050,688	\$ 27,487,712

Solid options for a long-term solution can only be identified by thoroughly examining the Library’s service delivery model. The Library’s current model includes delivery of service from a Main Library and 40 branch locations. With the exception of the Bond Hill consolidation in 2008, the location and number of branches have not changed for many years and every location provides full service. Digital services and the use of electronic resources are growing rapidly, but they generally are provided *in addition* to physical materials or physical locations, not as a better alternative. Our current service delivery model may or may not be outdated; regardless, it is not sustainable.

We have choices in how we respond to our funding challenges. We can continue our current provision of services and, when revenue falls short, ask Hamilton County tax payers to either pay more or lose service. Or, we can redesign our service delivery model to meet the realities of both future customer need and future funding.

It is quite possible that we will find that our ideal new model also requires more funding than is available and an appeal to Hamilton County voters will still be necessary. If so, that appeal can be based on a justified, realistic service delivery model, not on a “what we have always done” model. The best new model may require the construction of new facilities. If so, the required capital outlay must be identified and included in any ongoing funding analysis and in any appeal to tax payers.

Ms. Fender and Ms. Schoettker reported that discussions about a new service delivery model are underway by the administrative staff and feedback from members of the Library Board is welcome.

Mr. Sittenfeld asked what criteria would be used in making qualitative reductions. Mr. Hendon noted that multiple criteria have been considered in the past. Ms. Schoettker said that it was our hope to present the Board not with just a list of recommended closures, but rather a plan for better service

The report was received and filed.

EXECUTIVE DIRECTOR’S REPORT

Ms. Fender reported that:

Staff Service Recognition Program

- staff service recognition pins were presented at the annual Staff Service Recognition Program on March 5 and Mr. Hendon announced that Ira Schnelle won the Rookie of the Year Award and that Mike Wilhelm won the President’s Award and Bunny Dehner Prize.

MVP Awards

- three staff members and one team were presented with MVP awards:
 - Charles Duke, Help Desk Clerk
 - Katrina Marshall, Digital Services Team Leader
 - Gwen Williams, PC Applications Specialist
 - PCI Compliance Team

Norwood Branch – Organizational Asset Builder Award

- the Norwood Branch was awarded the Organizational Asset Builder Award by the Norwood Community Coalition. This quarterly award is given to community organizations that work to develop assets in children and teens.

Cincinnati Ranks Among 10 Most Literate Cities

- in the most recent edition of America’s Most Literate Cities, Cincinnati ranked 7th overall and our Library ranked 7th. Cincinnati’s rankings in all categories are:

Booksellers: 10

Education: 34

Internet: 14.5 (tied)

Libraries: 7

Newspapers: 11

Publications: 7.5 (tied)

Ms. Fender noted that we are proud of our number 7 ranking in this study because it emphasizes the important role of public libraries in a literate society. Unlike other studies of literacy rates which look at how many people can’t read, this study looks at how many people do read. People in Cincinnati do read and they often get their books from our Library.

Early Grade Level Reading Campaign

- data gathered from public schools across Hamilton County and mapped to schools to our branches shows that the percent of children reading at grade level by the 3rd grade ranged from 46.53% to 98.32% and in the communities served by 18 of our branches fewer than 80% of the children are reading at grade level by the 3rd grade.

The Library is working with 70 organizations, including The Strive Partnership, to launch a multi-year, multi-faceted campaign to improve 3rd grade reading success in Cincinnati and Northern Kentucky. The Early Grade Level Reading Campaign will focus on three factors that impact grade level reading: attendance, Kindergarten readiness and summer learning.

The Library already offers many programs and services that support the Early Grade Level Reading Campaign – a huge collection of reading materials, our Early Learning Express program which teaches the shared reading method to parents and educators, our Summer Reading Program, other educational and cultural programs, Homework Central at Main Library and Homework Centers at branches and our Homework Help database.

ReadAloud.org

- Candace Kendle, President/Co-Founder of ReadAloud.org, is enlisting the Library and other organizations to help the community understand the importance of reading aloud to children. When her campaign is launched in March – Reading Awareness Month – the Library will display posters and include messages in our publications to encourage parents to read aloud to their children 15 minutes a day, every day.

Kimber L. Fender – Cincinnati Association

- she will be one of the 100 members of the Cincinnati Association, which was founded in 1920 and has as its mission *to initiate, recognize, participate in and promote projects that improve the*

quality of life for all citizens in this region through the study of critical issues confronting the region, by engaging community leaders and by shaping public policy. The Association meets monthly for dinner and works through several panels to address topics including excellence in education, arts and culture, and excellence in governance.

Melissa Deters – Nomination for State Library Board

- Foundation Executive Melissa H. Deters has agreed to be nominated for appointment to the State Library Board. Appointments are made by the State Board of Education of Ohio. Ms. Deters' resume and a letter of nomination have been forwarded both to the State Library and to Debe Terhar, President of the State Board of Education.

Jason Buydos – 2012 Ohio Museums Association Annual Conference

- Jason Buydos will make a presentation at the 2012 Ohio Museums Association Annual Conference. The theme of the conference is "Using Community Resources at Hand". Jason will discuss his experiences working with the community for loan of their family photos and other memorabilia about the 1937 flood for digitization and inclusion on an online display.
- in conjunction with this conference, at the State Library's "Outta Space" Best Practices in Storage and Space Planning Workshop, Mr. Buydos will present a workshop with Holly Prochaska, University of Cincinnati Head of Preservation Services and Lab, on their experiences running a collaborative preservation lab. Jason serves on the State Library's Collecting to Collections Steering Committee, which is responsible for educating and assisting academic and public libraries and historical societies with preservation and conservation needs.

LSTA Grant Application – AfterSchool Edge

- the Library is applying for a Library Services and Technology Act (LSTA) grant to purchase 3 AfterSchool Edge Digital Learning Systems, an educational learning system geared at youth 6-14 years of age. If funded, the Library would receive \$4,999. Required matching funds of \$3,074 would be requested from the Library Foundation.

LSTA Grant Application – Outreach Services iPads

- the Library is applying for an LSTA grant in an amount not to exceed \$100,000 to explore a new model for Outreach Services in serving nursing home customers. The grant funds would purchase iPads to be loaned to nursing home residents to access our online resources including our e-book collection. Objectives would include increasing the number of books read by nursing home residents and teaching senior or disabled adults how to use the Internet, email and social media. A grant of \$100,000 would require matching funds of \$25,000.

Consent Agenda

To reduce the number of times a roll call vote is taken at a Board meeting, Ms. Fender proposed the use of a consent agenda which would include any routine items that are rarely debated, revised or voted down. Any item included in the consent agenda can, by Trustee request, be pulled out for discussion and separate vote. She asked that the Board let her know if they would like to continue this practice at future meetings.

Mr. Moran moved that the Executive Director's Report be approved as submitted, including LSTA grant applications for the AfterSchool Edge and Outreach Services iPads. Mr. Sittenfeld seconded.

Voting for the motion: Mrs. LaMacchia, Mr. Moran, Mr. Sittenfeld, Mrs. Trauth, Mr. Wright and Mr. Hendon, ... 6 ayes. The motion carried. (12-2012)

FISCAL OFFICER'S REPORT

Ms. Schoettker reported that:

Certificate of Achievement – 2010 Financial Report

- the Library has received a *Certificate of Achievement for Excellence in Financial Reporting* for our Comprehensive Annual Financial Report (CAFR) for fiscal year 2010. This award is presented by the Government Finance Officers Association to governmental units whose CAFRs achieve the highest standards in government accounting and financial reporting. She congratulated Deputy Fiscal Officer Molly DeFosse who is responsible for the CAFR.

2011 Audit

- Balestra, Harr & Scherer, CPAs, will begin fieldwork the first week of March for the audit of fiscal year 2011.

2013 Budget

- the Hamilton County Budget Commission has allowed the Library to file modified tax budgets since fiscal year 2005, with the understanding that ongoing approval is subject to annual review. A request to submit a modified 2013 budget has been submitted to the Budget Commission.

The report was received and filed.

FINANCE AND AUDIT COMMITTEE REPORTS

No Report.

LIBRARY SERVICES AND ADMINISTRATION COMMITTEE REPORTS

LIBRARY SERVICES

Mrs. LaMacchia introduced Kathy Taylor, Manager of the Cheviot Branch.

Kathy Taylor – Cheviot Branch

Kathy Taylor told the Board that the Cheviot Branch is a vital resource for the Cheviot community, but the branch also has benefited from contributions of the Cheviot community. Each week, library customers conduct free programs and adults and teens volunteer their time at the branch, The Kiwanis Cheviot-Westwood Association is responsible for a number of generous monetary donations, and the Cheviot Westwood Community Association (CWCA) recently agreed to give the Cheviot branch \$9,467.87 to purchase a laptop lab. The lab will consist of 8 laptops, complete with Microsoft Word, and a cart in which to secure them. This generous gift will allow the branch to conduct more computer-oriented programming, such as online job searching, and will allow the branch to participate in Connect Ohio training program.

Mr. Edwards reported that:

Expired Cards Activated

- approximately 9,000 inactive library card accounts were reactivated in February. These accounts were inactive at the time of the recent policy change that made all cards valid until unused for five years. These accounts had no fines (or fines under the \$10 threshold) and had been expired for approximately one year. Only those with e-mail or text addresses were reactivated so that a message could be sent to each cardholder announcing the reactivation and encouraging them to take advantage of the Library's services.

Library Mobile App

- the Library's new mobile app went live on February 1 and in the first month 6,595 uses were recorded and 406,653 queries occurred. By downloading the app to a mobile device, customers can search the catalog, check their account, scan UPC labels of books to determine if the Library owns a copy and then place a hold or check out an item from the Library's collection.

New Microfilm Readers – 1940 Census

- five new microfilm readers will be installed in April at the Main Library. These new devices will allow users to print, e-mail, or save to a flash drive content viewed from the microfilm/fiche. The Library has a collection of over 100,000 reels of microfilm and 3,000,000 sheets of microfiche.

On April 2, the National Archives and Records Administration will release the 1940 census. Digital copies of this census will be available at the Library via *Ancestry Library Edition*, *FamilySearch.com*, and the *National Archives and Records Administration*. In addition, thanks to the generosity of the Friends of the Public Library and the Library Foundation, the Library will be one of a few repositories in the nation to offer microfilm copies of Ohio records.

The new equipment and census records will arrive in time for the National Genealogical Society's Annual Conference to be held in Cincinnati May 9-12. Librarians electing to attend a special librarian's pre-conference will tour our Genealogy and Local History Department on May 8.

Poems by Samuel Rogers – Taft Museum of Art

Mrs. LaMacchia reported that the Library has loaned to the Taft Museum of Art Samuel Rogers' *Poems*, to be included in a Museum exhibition titled, *J.M.W. Turner: Watercolors to Books*, which runs February 10 – April 15.

Badge Access

Mr. Edwards reported that the installation of badge access at 9 branch libraries will eliminate the use of keys and enable staff to access their facility using their employee badge. This model provides greater security by limiting and tracking access and a lost or stolen badge can be deactivated. As part of this change, security alarms at these locations can be monitored from the Main Library security office, not ADT, reducing operational costs by \$4,600 a year and providing a quicker response time. Badge access is currently used at the Main Library and the Pleasant Ridge Branch.

ADMINISTRATION

Mrs. LaMacchia reported that

National Library Worker's Day

- we will celebrate and recognize all Library staff members on April 10 as part of National Library Workers' Day. Staff will be wearing red along with their service pins. Customers and staff will be asked to identify the staff member who is considered to be "A Star". Staff photos will be highlighted on the Internet to remind the public of the wide range of responsibilities of our public and non-public staff and the tasks involved in keeping the library going.

Management Academy 2012

- ten managers have been selected to attend the next class of Management Academy, a leadership experience that will provide guided growth and development activities for the next twelve months. The Academy is not just a series of events, but rather a group of people who share common beliefs about the Library and practice a progressive, outcomes-oriented leadership style of managing the Library in today's challenging and dynamic environment.

Mary Bennett-Brown – Public Library Association Conference

- Mary E. Bennett-Brown will make a presentation with two other libraries on "Leading Up! Reaping High rewards for Developing an Internal Leadership Institute" at the Public Library Association conference in Philadelphia from March 13-17. She will be interviewed by publisher and program host Bob Kierserman about "What Makes a Library Manager a Leader".

The report was received and filed.

FACILITIES COMMITTEE REPORT

Westwood Annex/Wullenweber Property

Mr. Moran reported that a Letter of Intent has been received from Westwood Community Urban Redevelopment Corporation (WestCURC) to purchase the Library's Westwood Annex and Wullenweber property, located at 3064 Urwiler Avenue. The property was appraised in January 2010 for \$340,000. While the offer is for the full appraised amount, it also requests that:

1. The heating and cooling systems are cleaned and determined operational;
2. The electricity in the building is checked and deemed operational;
3. The water in the building is checked and deemed operational;
4. The elevator is serviced and deemed operational;
5. The gutters and downspouts on the building are cleaned and deemed operational.

The cost of checking, cleaning and servicing is estimated at \$13,000, resulting in a net sale of \$327,000. Any additional work required to make equipment or systems operational would increase the Library's costs. If these costs exceed \$25,000, the work would need to be publicly bid.

Mr. Moran recommended that the Board:

1. spend up to \$25,000 to make equipment/systems operational.
2. approve the sale of the property for \$340,000. The Office of the Hamilton County Prosecuting Attorney will develop the contract for purchase.
3. authorize the Executive Director to sign the deed to complete the sale.

2012 Ongoing Maintenance – Energy Retrofit Projects

Mr. Moran reported that final recommendations from Duke Energy’s Smart Building Advantage program propose changes at the Main Library that would reduce energy use and operational expenses. The recommendations detail a three-phase approach:

- Phase One – replaces T12 lights with T8 lights and improves the boiler plant
- Phase Two – continues retrofitting/replacement of mechanicals in the 1982 building
- Phase Three – retrofits/replaces original mechanicals in the 1955 building

The total cost of all three phases is estimated at \$2.3 million, with an annual energy cost savings of \$450,000 – a 5-year payback of capital costs.

PHASE ONE

The Library will contract with Building Intelligence Group LLC, Duke Energy’s Smart Building Advantage partner, for the engineering work for Phase One. Their engineering fees are \$49,200 and the construction cost is estimated at \$600,950. The annual cost savings for Phase One is estimated at \$170,061, plus Duke Energy will provide a one-time incentive of \$148,000.

1. Mr. Moran recommended that the Board publish the following bid advertisement for Phase One construction services:

ADVERTISEMENT FOR BIDS

Sealed bids will be received by the Board of Trustees of the Public Library of Cincinnati and Hamilton County at the Third Floor Administrative Offices of the Main Public Library, 800 Vine St., Cincinnati, Ohio 45202, until 12:00 noon, local time, Tuesday April 24, 2012 for furnishing of labor, materials, equipment, services and supervision necessary to complete the project titled:

2012 – ENERGY RETROFIT PROJECT – PHASE 1

Proposals shall be in accordance with the Contract Documents prepared by Building Intelligence Group LLC, 5304 Barry Lane, St. Paul, MN USA 55110-5808, phone (651) 204-0105. Bids received after the stated deadline will not be accepted. Bids by facsimile transmission will not be accepted. Proposals will be publicly opened and read aloud. All interested parties are invited to attend.

Individual lump sum bids for trade contracts TC-01 and TC-02 are requested. The estimate for each contract is:

TC-01 Electric.....	\$303,450.00
TC-02 HVAC.....	\$297,500.00
Total	\$600,950.00

The summary of work for the proposal in TC-01 is:

Upgrading existing T12 light fixtures to T8 lamps and magnetic ballasts; recycling old materials; installing and commissioning occupancy sensors, and daylight harvesting controls.

The Summary of Work for the Proposal in TC-02 is:

Re-commissioning and repairs to existing control systems and mechanical equipment including chillers, air handlers, VAV boxes, boilers and pumps; installation of a new gas service, condensing gas boiler, pumps and accessories; inspection and repair of steam traps; insulation and venting of condensate return tank.

Starting Monday April 16, 2012, bidders may purchase Contract Documents (full sets only) at the cost of reproduction from ARC Reprographics, 2863 Sharon Road, Cincinnati, Ohio, 45241, (513) 326-2300.

A pre-bid meeting will be held at the Main Library, 800 Vine Street Cincinnati, Ohio, 45220 on Wednesday April 18, 2012, at 10:00 a.m.

Bidders shall submit with their bid a bid guaranty in the form of either (1) a combined bid guaranty and contract bond for the full amount of the bid or (2) a certified check, cashier's check drawn on a solvent bank or irrevocable letter of credit in the sum of ten percent (10%) of the bid amount, including base bid and alternates, as bid security. The bid guaranty shall be in strict compliance with Sections 153.54, 153.57, 153.571, as applicable. The Bidder to whom the contract is awarded will be required to furnish a contract bond in the sum equal to 100% of the proposal.

Bidders shall comply with the Prevailing Rates on public improvements in Hamilton County, Ohio as ascertained and determined by the Ohio Dept of Commerce Bureau of Labor & Worker Safety as provided in Section 4115 of the Revised Code of Ohio.

Submitted bids shall not be withdrawn for a period of sixty days following the date of the bid opening. The Owner will award contracts to the lowest responsible bidders.

The Board of Trustees of the Public Library of Cincinnati and Hamilton County reserves the right to reject any or all bids and to waive informalities in bidding.

By Order of: The Board of Trustees of the Public Library of Cincinnati and Hamilton County, Ohio

2. To maintain the project schedule, Mr. Moran recommended that the Board authorize the Executive Director to enter into an agreement with the lowest responsible bidder.

PHASE TWO

The engineering services for Phase Two are expected to be more than \$50,000, thus requiring the solicitation of Statements of Qualifications.

3. Mr. Moran recommended that the Board publish the following Request for Statement of Qualifications:

ADVERTISEMENT FOR ENGINEERING SERVICES

The Board of Trustees of the Public Library of Cincinnati and Hamilton County intends to employ an engineer to provide engineering services for the 2012 - ENERGY RETROFIT PROJECT - PHASE 2.

The project will consist of replacing and retrofitting major HVAC mechanicals and controls at the Main Library. Bidding is anticipated in August 2012 for a construction startup in September 2012. The preliminary project estimate is \$1,003,100.

The engineer will provide services during the bid and construction phases of the project. Services will include value engineering, scheduling, construction logistics, supervision and coordination of all construction operations.

Engineering firms interested in being considered for a contract to provide full services should reply with a Statement of Qualifications no later than 4:00 p.m. Friday, March 30, 2012. Proposals received after this deadline will not be considered. Statements of Qualifications should include information regarding the firm's history; education and experience of owners and key personnel; the technical expertise of the firm's staff for this type of project; previous library projects completed by the firm; the firm's experience and capabilities in cost estimating and construction administration and coordination; availability of staff; and client and contractor references. Proposals should be transmitted to Kimber L. Fender, Executive Director, Third Floor Administrative Offices, Public Library of Cincinnati and Hamilton County, 800 Vine Street, Cincinnati, Ohio 45202.

As required by Ohio Revised Code 9.33.2, proposals will be evaluated and ranked on the basis of qualifications. The Library will enter into contract negotiations with the firm ranked most qualified.

PHASE THREE – will be addressed at a future meeting.

Mr. Moran also reported that:

Greenhills Branch Lease

- the landlord has made all requested repairs to the Greenhills Branch. The Library resumed lease payments on March 1st but continues to hold escrowed rent for August 2011 through February 2012.

He recommended that the Board authorize payment of this escrowed rent to the landlord.

Avondale Property – Hummel Restoration Temporary License Agreement

- Hummel Restoration has requested a temporary license to access the north façade parapet of the Southern Baptist Church on property adjacent to the Avondale Branch. Specifically, Hummel would use the Library’s lawn for an 80’ lift. The office of the Hamilton County Prosecuting Attorney would prepare an agreement. Hummel would be required to provide insurance, restore the property to its original condition and indemnify the Library before beginning work.

He recommended that the Board approve entering into this agreement.

Le’s Cafe Lease Expiration

- the Library is not renewing the lease for Le’s Café which expires May 19th but rather will look for a replacement tenant.

Mr. Sittenfeld requested information on progress to date on the new Clifton Branch property, e.g. funding, time frame, options and vulnerability.

Ms. Fender will provide a report at the next meeting.

Mr. Moran moved that the Board approve the Facilities Committee Report as submitted, including recommendations regarding Westwood Annex & WestCURC, the Energy Retrofit Project, the Greenhill Branch lease and the Avondale Branch & Hummel Restoration. Mr. Wright seconded.

Voting for the motion: Mrs. LaMacchia, Mr. Moran, Mr. Sittenfeld, Mrs. Trauth, Mr. Wright and Mr. Hendon, ... 6 ayes. The motion carried. **(13-2012)**

DEVELOPMENT COMMITTEE REPORT

Mrs. Trauth reported that:

Library Foundation

- the Foundation received a \$1 million gift to endow the Library Director’s position in memory of Eva Jane Romaine Coombe. The gift will be formally announced at the donor recognition event on May 24. The Library Director’s position will be named The Eva Jane Romaine Coombe Library Director on all signage, letterhead, web pages, and anywhere it appears.
- the Foundation’s 2011 Annual Fund campaign raised \$106,000.

- at its quarterly meeting on January 25, the Foundation approved distribution of more than \$50,000, including support for homework help centers, the Library's author series, 1940 census microfilm, annual fund contributions for Pleasant Ridge and Clifton and six Early Literacy Stations.
- Whitmer & Co. recently completed the 990 form and a successful financial review of the Foundation.
- upcoming Foundation events and activities include:
 - Commemorative personalized bricks for the entrance walkway can be purchased for \$125 to celebrate the 100th anniversary of the Hyde Park Branch on August 4th.
 - During National Library Week, April 8-14, a \$1 donation will buy an *I Love My Library* note to display at the Library; a \$5 donation will buy an *I Love My Library* window decal.
 - Fifty Riverdeck Pavilion tickets to the April 29th Reds game (donated by Cincinnati Bell) will be sold for \$40 to the Library staff, earning \$2,000 for the Foundation.
 - The Foundation will receive 10% cash back on purchases at a Barnes and Noble Bookfair April 21-22 when a buyer mentions the Library or shows their library card.

Friends of the Public Library

- At its quarterly meeting on January 27, the Friends approved the FY 2013 budget. The \$225,000 budgeted for Library support includes \$21,000 for purchase of 1940 census microfilm for Ohio.
- the Friends and the Library are working together to raise funds for the new Clifton Branch.
 - The next Friends sale is scheduled for March 15-17 at the Clifton Cultural Arts Center, with a Preview Party on March 14. All proceeds from the Preview Party and book sale will benefit the Clifton project.
 - The Board of the Clifton Senior Center, which closed in January, has expressed an interest in supporting the project.
 - A request for funding will be submitted to the Board of the Clifton Community Fund.
 - The Friends submitted a grant to Impact 100.
 - Foundation Director Tom Huenefeld prepared a list of individual prospective donors.

The report was received and filed.

COMMUNITY AND PUBLIC RELATIONS COMMITTEE REPORT

Mr. Sittenfeld mentioned that the Library's Cincinnati Riverfront 1848 Daguerrotype was featured on NPR's The Story.

Major Upcoming Programs and Promotions

Mr. Sittenfeld reported on the following programs and promotions:

- *Everyone Leads* Author Paul Schmitz – Paul Schmitz, Public Allies CEO and author of *Everyone Leads: Building Leadership from the Community Up*, will present a lunchtime dialogue around asset-based leadership at the Main Library on March 6.

- *St. Patrick's Day* – the Main Library will host its 30th Annual St. Patrick's Day Celebration on March 16 in the Reading Garden Lounge.
- *Autism Family Night* – the Deer Park Branch will host an after hours program for families on Autism Spectrum Disorder on March 16.
- *The Hunger Games Movie Release* - To capitalize on the movie release of Suzanne Collins' bestselling novel, *The Hunger Games*, the Library will offer *Hunger Games* book displays and READ posters. A number of branches will present programs for teens. Digital signage, social media, a Library news feature and eLinks will showcase the book.
- *Teen Poetry Contest* – As part of National Poetry Month, the Library will host its 10th annual Teen Poetry Contest in April. Elementz Hip-Hop Youth Arts Center will be a partner in providing programs for teens on poetry writing and on poetry as a performance art.
- *Poetry in the Garden* – the annual Poetry in the Garden Series for adults returns to the Main Library on April 3, 10, 17 and 24.
- *Gold Star Chilimobile Visits* - Between April 15 and June 1, the Gold Star Chilimobile will visit 12 Library locations and reward people for registering early for Summer Reading.
- *El Día De Los Niños/De Los Libros* – In partnership with the Kenton County Library, El Día will take place at the Erlanger Branch of the Kenton County Public Library on April 29. Highlights include international storytime, free children's books and crafts and a visit from Dora the Explorer.
- *FotoFocus Photography Contest* - FotoFocus Cincinnati, a month-long biennial celebration spotlighting independently programmed exhibitions of historical and contemporary photography and lens-based art, will be held in October 2012. The Library will showcase works from the region's best photographers. Photographers can enter our photography competition and the best submissions will be displayed in the Atrium of the Main Library in September and October.
- *Erik Larson Author Visit* – Erik Larson will speak and sign books in the Main Library's Reading Garden Lounge on May 5.
- *Children's Book Week* – During the week of May 7-13, the Library will offer special storytimes with visits from favorite storybook characters including Curious George, Froggy, and Clifford the Big Red

Exhibits

Mr. Sittenfeld reported on the following exhibits:

- *Artists Reaching Classrooms* – Artists Reaching Classrooms (ARC) is the Taft Museum of Art's three-pronged outreach program for high school students. Students discover personal affinities with the artists represented in the Museum's collections, meet successful artists working in the region today and then create artists' statements and original artwork inspired by the program. The ARC exhibition will be on view in the Atrium of the Main Library from April 25 to May 17.
- *Queen City of Song* – This exhibit in the Joseph S. Stern, Jr. Cincinnati Room from May 1 – September 4 will showcases such diverse choral traditions as Saengerfest, Cincinnati's African American choral tradition and 100 years of church and school choirs.

The report was received and filed.

LEGISLATIVE AFFAIRS AND LAW COMMITTEE REPORT

Mr. Wright reported that:

Mid-Biennium Budget Review

- it is anticipated that the Mid-Biennium Budget Review will *not* include language associated with two potential changes of interest to public libraries – altering existing language for placing library levies on the ballot and allowing County Prosecutors to charge public libraries (and other political entities) for their services.

House Bill 326

- the Ohio House has passed a bill proposing changes to the penalties for using public funds in support or opposition of any type of election. The current penalty is the recovery of costs; the proposed change makes the infraction a first degree misdemeanor.

OLC Legislative Day

- on OLC Legislative Day on April 18, Library and Foundation staff members will meet with each of the 11 legislators representing Hamilton County.

ALA Legislative Day

- a staff member will represent our Library at the American Library Association's annual legislative day April 24 in Washington, D.C.

Senator Kearney – Senate Minority Leader

- Senator Eric H. Kearney, District 9, was elected Minority Leader of the Ohio Senate in January.

EEOC Discrimination Charge

- the Library has received notice of a Charge of Discrimination that was filed with the U.S. Equal Employment Opportunity Commission (EEOC) by Martin O'Connor, previously an employee of the Library. Our attorney Robert S Brown is addressing the charge and our insurance carrier has been notified. We believe the charge is without merit.

The report was received and filed.

CONSENT AGENDA ITEMS

Mr. Hendon presented the following items for approval:

- Minutes of the regular meeting held January 10, 2012.
- Monthly financial reports for the periods ending January 31 and February 29, 2012.
- Investment report (summary of invested balances) as of January 31 and February 29, 2012.

Operating Account

As of 12/31/11

As of 1/31/12

As of 2/29/12

General Fund	\$ 13,123,073.68	\$ 11,656,603.48	\$ 11,307,447.30
LSTA Grants	35,834.49	18,346.52	18,302.35
Insurance/Indemnification	230,000.00	230,000.00	230,000.00
Building & Repair	3,890,166.61	3,756,825.87	3,665,240.25
Special Revenue Funds	251,707.73	231,811.64	226,859.46
Permanent/Trust Funds	<u>1,800,078.00</u>	<u>1,795,432.41</u>	<u>1,783,252.46</u>
	\$ 13,231,900.54	\$ 17,689,019.92	\$ 17,231,101.82
<u>STAR Ohio</u>			
Building & Repair	\$ 1,045,476.78	\$ 1,045,508.75	\$ 1,045,534.82
<u>Managed Investments</u>			
Permanent/Trust Funds	\$ 6,720,519.00	\$ 6,725,591.00	\$ 6,725,591.00
GRAND TOTAL	\$ 27,096,856.29	\$ 25,460,119.67	\$ 25,002,227.64

- Personnel change report through March 3, 2012:

ACTION	AGENCY	POSITION TITLE	FTE	EMPLOYEE NAME	EFFECTIVE DATE
Retirement	Clifton	Reference Librarian I	1.00	Baker, Donald E.	12/31/11
Retirement	Children's Learning Center	Library Services Ass't II	1.00	Barner, Phyllis G.	01/20/12
Retirement	Forest Park	Children's Librarian I	1.00	Henley, Mildred	02/29/12
Retirement	Cataloging Services	Cataloger I	1.00	McElravy, Phyllis	01/31/12
Retirement	Support Services	Support Services Admin Ass't	1.00	Matthey, Barbara A.	01/31/12
Retirement	Outreach Services	Library Services Ass't III	1.00	Nault, Karen M.	03/02/12
Retirement	Groesbeck	Library Services Ass't III	1.00	Nugent, Donna L.	12/31/11
Retirement	Facilities Help Desk	Facilities Help Desk Ass't	1.00	Woods, Carolyn Joyce	01/31/12
Promotion	Green Township	Library Services Ass't I	1.00	Anneken, Mary C.	02/05/12
Promotion	Systems Intergration Services	Systems Intergration Services Manager	1.00	Beets, Martin B.	02/05/12
Promotion	Support Services	Support Services Admin Ass't	1.00	Boyd, Richard C.	02/05/12
Promotion	Hyde Park	Library Services Ass't I	1.00	Britton, Sheena	01/08/12
Promotion	Westwood	Library Services Ass't I	1.00	Deschler, Donna D.	02/05/12
Promotion	Green Township	Library Services Ass't II	1.00	Haller, Michael G.	01/08/12
Promotion	Cataloging Services	Cataloging Services Manager	1.00	Hartigan, Catherine A.	02/05/12
Promotion	Collection Development	Collection Dev Librarian-Fiction	0.50	Hauenstein, Cynthia M.	01/22/12
Promotion	Groesbeck	Library Services Ass't III	1.00	Hicks, Stephanie S.	01/22/12
Promotion	Harrison	Library Services Ass't I	1.00	Loos, Corrie G.	01/22/12
Promotion	Virtual Information Center	Reference Librarian I	1.00	Meeks, Lisa G.	01/22/12
Promotion	TeenSpot	Library Services Ass't II	0.50	Rust, Sarah M.	01/08/12
Promotion	Acquisitions	Acquisitions Assistant I	1.00	Schneider, Shauntrell A.	02/05/12
Promotion	Support Services	Support Services Administrative Clerk	1.00	Smith, Morris T.	02/19/12
Promotion	Children's Learning Center	Library Services Ass't II	0.50	Wilhelmus, Jessica L.	02/19/12
Appointment	Materials Retrieval	Page	0.50	Agricola, Stephen S.	01/08/12
Appointment	Information & Reference	Library Services Ass't II	0.50	Anderson, Deborah A.	01/08/12
Appointment	Covedale	Library Services Ass't I	0.50	Beckemeyer, Holly M.	01/08/12
Appointment	Virtual Information Center	Library Services Ass't I	0.50	Beiting, Adrian L.	02/05/12
Appointment	Circulation Services	Library Services Ass't I	0.50	Berg, Sarah J.	01/22/12
Appointment	Madisonville	Library Services Ass't I	0.50	Brock, Alexander J.	02/05/12
Appointment	Information & Reference	Shelver	0.50	Brown, Adam M.	01/08/12
Appointment	North Central	Student Shelver	0.30	Ceddia, Elizabeth S.	01/08/12
Appointment	Harrison	Student Shelver	0.30	Condit, Annmarie R.	02/19/12
Appointment	Virtual Information Center	Library Services Ass't I	0.50	Crosby, Darren E.	01/22/12
Appointment	Mt. Washington	Library Services Ass't I	0.50	Crownover, Jeremiah J.	01/08/12
Appointment	Northside	Library Services Ass't I	0.60	Davis, Barbara J.	02/05/12
Appointment	Harrison	Student Shelver	0.30	Davis, Katelyn	02/19/12
Appointment	Digital Services	Digital Services Assistant	1.00	Derickson II., Shaler O.	01/22/12

ACTION	AGENCY	POSITION TITLE	FTE	EMPLOYEE NAME	EFFECTIVE DATE
Appointment	Shipping & Receiving	Sorter	0.50	Finamore, Joshua D.	02/19/12
Appointment	Circulation Services	Library Services Ass't I	0.50	Frazier, Kelly L.	02/05/12
Appointment	Support Services	Construction Manager	1.00	Gerrein, Jeffrey A.	01/22/12
Appointment	Bond Hill	Reference Librarian-Teen	1.00	Greenward, Alexis A.	02/05/12
Appointment	Reading	Library Services Ass't I	0.50	Hartzler, Lydia A.	02/05/12
Appointment	Network Services	Systems Administrator	1.00	Huseman, Paul J.	01/08/12
Appointment	Popular Library	Student Shelver	0.25	Johnson, Madelyn R.	02/19/12
Appointment	West End	Children's Librarian I	1.00	Keller, Jill A.	01/22/12
Appointment	Popular Library	Shelver	0.50	Kennedy, Caleb M.	01/08/12
Appointment	North Central	Student Shelver	0.30	Krahenbuhl, Joshua T.	01/08/12
Appointment	Norwood	Library Services Ass't I	0.50	Lawhorn, Verna M.	01/08/12
Appointment	Conservation Services	Conservation Lab Manager	1.00	Lechuga, Katherine	01/22/12
Appointment	Symmestownship	Library Services Ass't I	0.50	Lee-Mountel, Estee S.	02/05/12
Appointment	Elmwood Place	Children's Librarian I	1.00	McFarland, Danielle R.	01/08/12
Appointment	Hyde Park	Library Services Ass't I	0.50	McMillan, Dawn M.	02/05/12
Appointment	Popular Library	Library Services Ass't II	0.50	McNabb, Lee A.	02/05/12
Appointment	Computer Services	PC Support Specialist	1.00	Marshall, Cameron J.	02/05/12
Appointment	Groesbeck	Student Shelver	0.30	Moore, Jacob W.	01/08/12
Appointment	Virtual Information Center	Library Services Ass't I	0.50	Nurreddin, Ayesha A.	01/22/12
Appointment	Madeira	Library Services Ass't I	0.50	Puthoff, Jennifer L.	01/08/12
Appointment	Norwood	Library Services Ass't I	0.50	Smith, Raivynn S.	01/08/12
Appointment	Circulation Services	Library Services Ass't I	0.50	Sonnega, Allyse R.	02/05/12
Appointment	Information & Reference	Library Services Ass't II	0.50	Stacy, Ryan P.	01/22/12
Appointment	Mariemont	Library Services Ass't I	0.50	Starr, Margaret E.	01/22/12
Appointment	Information & Reference	Library Services Ass't II	0.50	Wood, Jennifer L.	01/08/12
Appointment	Walnut Hills	Library Services Ass't I	0.50	Young, Melanie H.	01/22/12
Change	Shipping & Receiving	Sorter	0.50	Alquizola, Renato C.	12/25/11
Change	Shipping & Receiving	Sorter	1.00	Anders, Jeff T.	12/25/11
Change	Facilities Help Desk	Facilities Help Desk Ass't	1.00	Curtis Jr, Stephen J.	02/19/12
Change	Shipping & Receiving	Sorter	0.50	Martini, Andrew M.	01/08/12
Change	Delhi Township	Reference Librarian I	1.00	Meyer, Betty A.	02/19/12
Change	Shipping & Receiving	Sorter	0.50	Mitchell, Mary E.	12/25/11
Change	Materials Retrieval	Page	0.50	Moore, Kelsey E.	12/25/11
Change	Acquisitions	Acquisitions Ass't I	1.00	Mulcahy, Kenton E.	02/05/12
Change	Outreach Services	Shelver	1.00	Poock, Gary K.	12/25/11
Change	Wyoming	Library Services Ass't I	0.50	Poynter, Jeff L.	12/25/11
Change	Oakley	Library Services Ass't II	1.00	Sellers, Lori	02/19/12
Change	Materials Retrieval	Page	1.00	Starks, Gary L.	12/25/11
Change	Clifton	Reference Librarian I	1.00	Weigand, Elizabeth A.	01/08/12
Change	Oakley	Library Services Ass't I	0.50	Williams, Cari D.	01/08/12
Change	Shipping & Receiving	Sorter	1.00	Yarbrough, Kevin	12/25/11
Change	Shipping & Receiving	Sorter	0.50	Zimmer, Ericka J.	12/25/11
Departure	Anderson	Library Services Ass't III	1.00	Alfieri, Michael P	02/11/12
Departure	North Central	Student Shelver	0.30	Anderson, Stephanie R.	12/31/11
Departure	Oakley	Library Services Ass't I	0.50	Ballinger, Claire S.	12/31/11
Departure	Delhi Township	Student Shelver	0.30	Bauer, Stuart J.	02/04/12
Departure	Avondale	Library Services Ass't I	0.50	Burgin, Kaya N.	3/3/2012
Departure	Popular Library	Shelver	1.00	Clark, Stephanie M.	02/29/12
Departure	Deer Park	Library Services Ass't I	0.50	Cottone, Clint D.	01/19/12
Departure	Information & Reference	Student Shelver	0.30	Davila-Perez, Angel H.	01/10/12
Departure	Acquisitions	Acquisitions Assistant I	1.00	Dunham, Mark J.	12/21/12
Departure	Corryville	Library Services Ass't I	0.50	Flerlage, Elizabeth A.	02/18/12
Departure	College Hill	Library Services Ass't I	0.50	Hutchinson, Toquisha M.	02/20/12
Departure	Miami Township	Library Services Ass't I	0.50	Jonas, Christine L.	02/17/12
Departure	Hyde Park	Library Services Ass't II	1.00	Ketchum, Carolyn M.	02/03/12
Departure	Information & Reference	Library Services Ass't II	0.50	Kleesattel, David G.	01/28/12
Departure	Acquisitions	Acquisitions Assistant I	1.00	Kopp, Paul D.	01/25/12
Departure	Virtual Information Center	Library Services Ass't I	1.00	Kleemeier, Mary R.	03/02/12
Departure	Price Hill	Homework Aide	0.30	Parker, Deborah A.	12/22/12
Departure	Cheviot	Library Services Ass't I	0.50	Schmaltz, Alex A.	02/03/12

ACTION	AGENCY	POSITION TITLE	FTE	EMPLOYEE NAME	EFFECTIVE DATE
Departure	Fiscal Office	Administrative Accounting Clerk	0.50	Shannon III., Lester B.	02/23/12
Departure	Madeira	Student Shelver	0.30	Sherritt, Marley C.	12/29/11
Departure	Computer Services	PC Support Specialist	1.00	Thierbach, Jason A.	12/25/11
Departure	Anderson	Student Shelver	0.30	White, Amanda N.	12/10/12

- Statistical report for February 2012.
- Top ten circulating titles for February 2012.
- Change orders for the Pleasant Ridge ADA Project, presented for confirmation:
 - \$6,573.00 to TJ Dyer Company for clean-out of the sanitary line, installation of a cleanout and vent repair work.
 - \$300.00 to Custom Glass and Glazing for replacement of broken window panes.

Mr. Sittenfeld moved that the Consent Agenda Items be approved as submitted. Mr. Wright seconded.

Voting for the motion: Mrs. LaMacchia, Mr. Moran (except pass on investment report), Mr. Sittenfeld, Mrs. Trauth, Mr. Wright and Mr. Hendon, ... 6 ayes. The motion carried. **(14-2012)**

Mrs. LaMacchia announced that Kim will be recognized as a 2012 YWCA Career Woman of Achievement. She will buy a table for any board members who would like to attend the event.

Mrs. LaMacchia moved that the meeting be adjourned.

The Regular Meeting was then adjourned.

President

Attest: Secretary